

## Excel Power Macros (VBA) - Introduction

Course duration:	2 days
Course timings:	9:30 - 4:30
Prerequisites:	A thorough knowledge of Excel is essential: however, no knowledge of Visual Basic for Applications is needed.
Training formats:	Scheduled course · private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

### Recording Macros

using the macro recorder • running macros via worksheet buttons or toolbar buttons • relative and absolute cell references • options for storing a macro

### Visual Basic Editor (VBE) Window

familiarisation with the VBE window • excel objects, user forms & modules • reviewing VBA code • procedures, keywords, statements & comments • indenting code • customising the VBE window

### Creating and Modifying VBA Code

deleting code • making long statements readable • using message boxes to interact with the user • using input boxes to get information from the user • copying code in the VBE window

### Working with Worksheets and Cells

navigating around worksheets • editing & formatting cells • copying & pasting information • inserting worksheets, rows, columns & cells • deleting worksheets, rows, columns & cells • moving around lists of data • working with named ranges

### Introducing Functions and Variables

variables and variable types • using a naming convention for your variables • using built-in worksheet functions

### Decision Making within VBA Procedures

using if then else statements • using select case statements

### Looping Through Data

using do while or do until statements • exploring the use of the for next statement

### De-Bugging your Code (Part 1)

break mode • stepping through code • using auto data tips

### On-Sheet Controls

using "controls" on the worksheet • setting the properties of controls • linking controls to the worksheet

Continued ...

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### Working with Workbooks

opening other workbooks with re-usable code • navigating between different workbook • saving a workbook file

### Creating Re-usable Code

passing arguments to a procedure • exploring the benefits of re-usable code

### De-Bugging (Part 2)

using the immediate window • using the locals window • using watch expressions • using the call stack

### Handling Errors within your Code

trapping errors • adding code to handle the errors • determining what error has occurred • exiting from the error handling code

### Variables and there scope and lifetime

testing the content of a variable • local, module and static variables • global and private variables • using constants

### Working with Data

manipulating data contained within a single string • manipulating dates

### Creating User Defined Functions

creating user defined functions

### User Forms

how to create simple custom forms in excel • adding controls to a user form • adding code to respond to events

### Good Coding Guide

summary of the principles to be adopted when creating vba procedures